

# COMMITTEE REPORTS

Battlecreek Commons  
April 2026



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# MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Virginia Ferguson (Interim)

## REPORT

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A&R Diamond Paving is preparing an estimate for work to be done on BCC grounds this year. Two areas need actual fixing: 1) the cut-through area between Huntington and Continental along Rees Hill Road, which will require removing old concrete and blacktop and replacing the area with about 85'x10' with asphalt and 2) the pot-hole on Huntington near the basketball court that became more serious over the winter. Once these areas are fixed, extensive painting and striping of various areas for speed bumps, no parking areas, and directional signs on the circles. If the estimate comes in within the costs I'm hoping, we may replace speed bumps with larger ones and install a new one on Lexington near 1885 to reduce the wrong-way driving on that part of the circle. I hope to have the estimate in time for the meeting, but will need to consult with Finance Committee before approval.

## COMMITTEE PURPOSE

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To develop and oversee the complete maintenance of our community from structures to grounds to utility systems. The properly executed maintenance of BCC will maintain (add) to our community's value both economically and physically, creating overall well-being for its residents.

## R&RS RELATED TO THIS COMMITTEE

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II.G. Exterior Alternations and Maintenance, R&Rs pg. 12

ADDENDUM: Policy for Building and Grounds Maintenance by Homeowners & Residents, R&Rs, pg. 25

## COMMITTEE MEMBERS

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Tom Elliott, Bob Mason, Elbert Stribling, and Virginia Ferguson (Board Liaison).

# ARCHITECTURAL COMMITTEE

Committee Chair: John Morgan (Interim)

## REPORT

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The Committee did not have any activity this month except for approving a patio extension.

## COMMITTEE PURPOSE

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Ensure owners comply with the BCC architectural standards as outlined in the Rules & Regulations and Bylaws.

## R&RS RELATED TO THIS COMMITTEE

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II.G. Exterior Alternations and Maintenance, R&Rs pg. 12  
III.B. Notification of Infractions to Office Manager, R&Rs pg. 17

## COMMITTEE MEMBERS

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John Morgan (Interim Chair), Steve Starkey, Kathie Forstrom (Board Liaison)

# ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

## REPORT

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Nothing to report this month.

## COMMITTEE PURPOSE

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Welcome and provide needed information to new homeowners.

## R&RS RELATED TO THIS COMMITTEE

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VII. Welcoming new residents, R&Rs pg. 23

## COMMITTEE MEMBERS (UPDATED 11/28/23)

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Mary Schroeder (Chair), Jeanne Dalton, Kate MacKenzie, and Sharon Grassetth (Board Liaison).

# **NOMINATING COMMITTEE**

Committee Chair: Betsy Hughes

## **REPORT**

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The Committee is always in need of Volunteers

### **COMMITTEE PURPOSE**

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Find candidates to run for the Board or to fill mid-term vacancies pending approval by the BCC Board.

### **R&RS RELATED TO THIS COMMITTEE**

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II.A. Nominating and Election of Board Members, R&Rs pg. 7

### **COMMITTEE MEMBERS**

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Betsy Hughes (Chair), Margaret Campbell, Gayle Holland, Terri Currlin.

# EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Aline Autenrieth

## REPORT

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- The Emergency Preparedness Committee met April 7<sup>th</sup>, 2026.
- We are concerned with the drought – some reports indicate we are 85% short of moisture for the season. We talked about what we need to be aware of and do here at BCC and at our homes. Everyone needs to make sure dry foliage around our homes is cut back and that we make sure NOT to use bark dust or wood chips around plantings near your residence. These might be used away from homes around the base of trees/bushes in the commons area.
- The Committee is still working on ways we can more quickly be in touch with our neighbors in the event of an event or situation. We talked briefly about continuing to identify a contact person in each set of units. This is ongoing. **If you would like to volunteer to be this person, please let Aline know.**
- The Emergency Preparedness Committee has divided the BCC community into 6 “Search Areas.” Each Area has one or usually 2 committee members who will contact residents in their area if there is an emergency. One of our committee members has temporarily stepped back from some committee responsibilities including being a “Search Area” contact so we are in need and search of someone to take on this role for the time being. The committee welcomes suggestions. **For more information, please contact Aline.**
- We are working on getting supplies for the cache contents. We have some items and are working on identifying and securing items we need. We are to see if we each have anything we can contribute and then we will make a list of needs we believe the City of Salem can supply.
- Our next quarterly meeting will be on July 7<sup>th</sup> in the clubhouse to which ALL are welcome.

## COMMITTEE PURPOSE

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Coordinate the development of an “Emergency Response Plan” for formal adoption by the Board; and work with the Board and Owners to implement appropriate preparation steps (e.g., develop and train sub-neighborhood emergency teams’). Work with the Board and local authorities to develop an on-site (or nearby) cache of supplies for BCC.

## COMMITTEE MEMBERS

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Aline Autenrieth (Chair), Lynda Hunt, David Best, John Lewis, Jeanne Dalton, Bill Dalton, Mary Schroeder, Karna Berry, Gerry Stewart, Chris Stewart, Tom Elliott, Nate Goldberg, Maggie Schlosser, Sharon Grasseth (Board Liaison).

# Finance Committee

Committee Chair: Jeanne Dalton

## REPORT

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The Committee met on 4/27/2026 because of technical difficulties on 4/22.

Present: (members) Debbie Imig, Jeanne Dalton (chair), Lisa Coates, and Kathie Forstrom ; Dee Doyle (Board liaison), and Anna , office manager.

- Reviewed the financial figures from 3/31/26 against the 2026 budget figures. Committee reviewed and noted those accounts that were over budget at this time.
- Income tax was higher than expected due to having to pay tax on 1% buy-in fee on homes sold. This was not accounted for in the budget as was an increase in filing fees.
- Still reviewing water & sewer expenditures GL#7150; it appears we paid for 2 months in December, but Dee will do more checking on that.
- Reviewed CD rates From Northwest Bank, Western Allianz Bank and First Internet Bank. These are weekly rates. First Internet Bank had the best 6-month rate at 3.76%. Dee thought we could put \$200,000 from reserves into this CD.
- Reviewed Maintenance Committee request for painting stripes, speed bumps and putting in new speed bumps. Also asphalt repair of the passthrough from Huntington to Continental and repair of pot hole on Huntington near basketball court. The committee felt that all the current speed bumps on Huntington and Continental were fine, they just needed to be painted. A new speed bump is needed on Lexington. This request is less than \$15,000 with changes recommended.
- Reviewed request from Social Committee for tablecloths and 10 new padded chairs.
- \$59.95 for chairs out of Committee budget and \$199.90 from Clubhouse maintenance.

### Recommendations:

- Board approve the CD purchase as these rates change weekly.
- Finance Committee approved the expenditures for the Maintenance and Social Committees as they were within budget limits.

## COMMITTEE PURPOSE

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Develop and manage the annual budget for Battlecreek Commons (BCC).

## R&RS RELATED TO THIS COMMITTEE

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VI. Investment Objectives and Guidelines, R&Rs pg. 22

## COMMITTEE MEMBERS

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Jeanne Dalton, Committee Chair, Nancy Clark-Edwards, Kathie Forstrom, Virginia Ferguson (Grounds Committee Liaison), and Dee Doyle (Board Liaison).

# Grounds Committee

Committee Co-Chairs: Megan Trow, Virginia Ferguson

## REPORT

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The Grounds Committee, including Gayle Holland, Sheila Johnson, Virginia Ferguson, and Megan Trow with Bernie Sims not available, met in the Clubhouse on the second Tuesday of April to discuss the overall situation with BCC's campus.

Each member has been working in different BCC spaces to remove weeds, dry berry canes, leaves, and/or trimming shrubs.

Items discussed included mowing, edging, rhododendron trimming, and upcoming dry weather and its effect on watering the acres of grass.

The Committee will work on a comprehensive list of tasks needed to maintain the safety and beauty of the grounds and continue the work in the May meeting.

## COMMITTEE PURPOSE

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Ensure the beauty and maintenance of the grounds in the BCC community.

## R&RS RELATED TO THIS COMMITTEE

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G.12. Landscaping, R&Rs pgs. 14-15, and II.G. Exterior Alternations and Maintenance, R&Rs pg. 12-14.

## COMMITTEE MEMBERS (UPDATED 11/28/23)

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Megan Trow (Co-Chair), Virginia Ferguson (Co-Chair and Retired Master Gardener), Bernie Sims, Gayle Holland, Sheila Johnson.

# **SOCIAL COMMITTEE**

Committee Chair: Bonnie Shaughnessy-Smith

## **REPORT**

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Nothing to report this month.

### **COMMITTEE PURPOSE**

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Plan social events for homeowners.

### **COMMITTEE MEMBERS** (UPDATED 06/05/24)

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Bonnie Shaughnessy-Smith (Chair), Marilyn House, Rosalind Helber, Kathy Kaspari, Kathy Miller, and Sharon Grassetth (Board Liaison).

# NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

## REPORT

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The May BCC Newsletter will be distributed on April 27<sup>th</sup>, 2026 or thereabouts.

### COMMITTEE PURPOSE

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Develop a monthly newsletter to be distributed to all BCC residents.

### COMMITTEE MEMBERS (UPDATED 11/28/23)

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Aline Autenrieth (Chair), Joshua Bagby, Joan Bechtel, Bob Mason, Dee Doyle (Board Liaison).

# DOCUMENTATION COMMITTEE

Committee Chair: Mary Schroeder

## REPORT

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The Committee recommends the following addition to the Community rules:

*H.17 Any kind of outdoor lights (including holiday lights, string lights, flashing lights, and strobe lights) should be on timers to turn off by 10pm so as not to disturb neighbors. Solar lights not on a timer must be covered/shaded so the light is directed toward the ground. Outdoor lights also disrupt wildlife by interfering with their natural behaviors, such as navigation, reproduction, and feeding. Many species rely on darkness for safety and proper functioning of their circadian rhythms, and excessive artificial light can lead to confusion and population declines. Nonconformance may result in fines. (Added April 2026)*

**This will be voted on by the Board in the meeting.**

### COMMITTEE PURPOSE

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Develop and maintain BCC documents, including Rules and Regulations, Employee Handbook, Board Procedures, Committee Procedures, and any other documents deemed necessary to provide guidance, promote consistency, and ensure compliance with BCC's governing documents (CC&Rs, Bylaws).

### COMMITTEE MEMBERS

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Mary Schroeder (Chair), Margaret Campbell.